



**City Council Office
Internship Program
2011 Work Plan**

**Office of Councilman Rudy Ramirez
City of Chula Vista**

Program Overview

The Chula Vista City Council Office Internship Program is designed to attract students to the field of public service. Its objective is to provide hands-on training and development to students pursuing a career in public service. Upon completion of the program, it is expected that the intern will have a clear understanding of the responsibilities and activities of a City Council member. The internship includes a comprehensive Work Plan and an evaluation to ensure a positive experience for both the intern and City Council office. The length of the program will vary based on the intern's availability and academic requirements.

Internship Work Plan

Objective

The Work Plan is a learning tool used to plan and schedule activities throughout the internship to ensure the gain of experience in as many functional areas of a City Council office as possible. It is designed to meet the following objectives:

- Provide a structure that is supplemental to academic courses for guidance and training
- Ensure exposure to main aspects of a City Council office to gain an understanding of municipal structure, management, and operations
- Provide an understanding and awareness of the political culture of the City
- Set guidelines in terms of the expectations of the program
- Provide exposure to internal and external resources

Implementing the Work Plan

Councilman Ramirez, with assistance from Council staff and other resources within the Chula Vista community, will instruct, supervise and coach in the functional areas of the office. Other areas of interest may also be pursued.

Councilman Ramirez will also act as a mentor by providing an understanding of the culture of the political structure on the City. Exposure to resources such as City staff, staff reports, external agency contacts, and networking opportunities will contribute to the overall internship experience.

The internship is comprised of key functional areas related to City history, organizational structure, constituent services, written communication, and policy recommendation. These functions are highlighted within modules that include activities relevant to each of their functions. Additional details about the activities will be communicated prior to the start of each module. The suggested timelines are flexible and will be modified based on ability and academic requirement.

Intern Evaluation

The intern is required to submit a one page self evaluation upon completion of each module. The intern should maintain a journal throughout the internship to record personal thoughts, observations, questions, conclusions and feelings about the learning experiences. The following questions may be included within the evaluation:

- What was unique about the learning experience?
- Describe the process and tools necessary to complete each module
- What personal or professional attribute did you utilize most to complete each module?
- What personal or professional attribute could have been utilized more?
- What, if any, obstacles did you have to overcome to complete each module?
- What are three or four findings that you can take away from each experience?
- Why activities within each module are important to an elected official's objective?

Councilman Ramirez will evaluate work to highlight areas of success and areas needing improvement. These evaluations will be completed on a continuous basis with the final evaluation being the completion of the City of Chula Vista Performance Management Tool Assessment and the performance evaluation belonging to the intern's academic institution (if any) by Councilman Ramirez.

It is also important for the intern to provide feedback to Councilman Ramirez and his staff about concerns or suggestions for improvements to the program.